

**CITY OF RIVERSIDE**

0670

04/13/98

**HUMAN RESOURCES DEPARTMENT**

Revised

**CLASSIFICATION SPECIFICATION**

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**TITLE: UTILITIES FIELD SERVICES ASSISTANT****DEFINITION**

Under general supervision, to assist in reading electric and water meters and recording consumption; to deliver utility cut-off notifications on residential and business doors of designated utility customers; to perform a variety of limited skill manual tasks; and to do related work as required.

**DISTINGUISHING CHARACTERISTICS**

This is the entry level in the Utilities Field Services Series. This class is distinguished from the Utilities Meter Reader in that incumbents do not perform meter reading duties on a full time basis, but rather on a fill-in basis. Additionally, incumbents perform delivery of cut-off notifications as well as other limited skill tasks.

**REPORTS TO:** Utilities Field Services Supervisor

**SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from a Utilities Field Services Supervisor.

**EXAMPLES OF DUTIES**

Duties may include, but are not limited to, the following:

- Deliver utility cut-off notices on residential and business doors of designated utility customers.
- Deliver City locks, meter reading cards, or other miscellaneous items to customers.
- Assist in reading or verifying electric meters utilizing telescope for reading over fences, as assigned.
- Assist in reading or verify water meters utilizing hand trowels, shovels, and buckets to dig out dirt and bail out water in meter boxes, as assigned.
- Interact with dogs in the course of obtaining meter readings.
- Check meter for possible diversion, tampering, and other damage. Immediately report any unsafe meter conditions to supervisor.
- Utilize Data Cap Handheld (DCH) computer to input water and electric meter readings, update meter location, and update account information as required.
- Tactfully respond to citizen inquiries and complaints.
- Assist in the training of new employees.
- Maintain assigned City vehicle including removing of trash, debris, and personal items; report mechanical defects and problems to supervisor; monitor and/or maintain appropriate tire pressure, gasoline, water, and oil levels.

**Knowledge of:**

- Geography and street locations of the City.

**Ability to:**

- Understand and carry out written and oral directions.
- Deal tactfully with the public.
- Perform general clerical functions.
- Work outdoors in varying types of weather.
- Walk long distances.
- Lift up to 32 pounds regularly and up to 60 pounds occasionally.

**Education and Experience:**

Education: Equivalent to completion of the twelfth grade.

Experience: None required.

**MEDICAL CATEGORY:** Group 1

**NECESSARY SPECIAL REQUIREMENT**

Possession of, or ability to obtain, an appropriate, valid, Class AC@ California Motor Vehicle Operator's License.

**CAREER ADVANCEMENT OPPORTUNITIES**

**FROM:** Utilities Field Services Assistant

**TO:** Utilities Meter Reader